

| Quick Facts          |            |
|----------------------|------------|
| <b>LENGTH</b>        | 10 minutes |
| <b>CONTACT HOURS</b> |            |
| <b>START TIME</b>    | Self-paced |
| <b>END TIME</b>      | Self-paced |

## Maintain Supplier Information

### Course Description:

The purpose of this training session is to guide you as a Supplier through the steps to maintain your company profile through Team Georgia Marketplace, the new supplier registration system within the State of Georgia. This training will be video-based and self-paced.

### Audience:

Suppliers currently doing business with the State of Georgia who wish to communicate bid information to State agencies and the State Purchasing Division to bid on solicitations.

### Objectives:

At the completion of this training course, you will be able to do the following:

- Change your password
- Review and update your profile information
- Add or delete NIGP codes

### Prerequisites:

- **Register as a Supplier**